

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**SUPERINTENDENT - ADMINISTRATION  
PARKS AND RECREATION DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs a variety of complex technical, supervisory and/or clerical-administrative program development work to support the activities of the Parks and Recreation Department. Employee reports to the Parks and Recreation Director.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs a variety of difficult technical and clerical duties in the preparation and presentation of grant applications. Work involves researching sources of funding, monitoring and administering approved grants, and preparing various reports to comply with grant requirements for reimbursement. Work can also involve extensive typing in report preparation, record keeping, and use of office machines. Employee also develops marketing strategies, programs and public relations programs for the department; supervises parks, facilities, programs and services; supervises administrative, technical, and clerical staff; and is responsible for designing staff development programs for the Parks and Recreation Department. Work is performed with considerable independence with broad objectives established as guidelines and requires independent judgment, discretion, and confidentiality in completing assignments and dealing with other employees and the general public. Work is performed under limited supervision of the Parks and Recreation Director and is evaluated through assessment of the effectiveness of marketing programs developed and ability to source and receive grant and foundation funding for the department.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Prepares applications for grant and foundation approval; monitors grant administration process; prepares reports and maintains records to comply with requirements for grant reimbursement.

Makes presentations, discusses and sells department projects to foundation and grant officials.

Researches sources of grant and foundation funding.

Develops marketing programs and strategies to promote the value and benefit of the department's programs and activities; conducts surveys to determine community needs;

## **SUPERINTENDENT - ADMINISTRATION**

prepares marketing materials, such as brochures and press releases; works with local media to provide community with timely information regarding departmental programs.

Develops staff training programs for the department to incorporate latest technology and trends in the field; establishes necessary procedures and policies for program implementation.

Assigns, reviews, plans, coordinates, motivates, and supervises the activities of employees; conducts performance appraisals; evaluates new employees and maintains recruitment, career, and affirmative action plans; and performs other necessary personnel administration functions.

Provides input on budget preparation.

Composes and types a variety of documents and correspondence to employees, departments, foundations, and grant officials, and the general public.

Utilizes computerized data entry equipment and various word processing, spreadsheet and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary; summarizes data in preparation of standardized reports.

Screens and routes materials according to content of communications; routing duties require detailed knowledge of organizational operations and individual staff member's assignments and status of work.

Answers questions from employees or the public concerning policies, procedures or deadlines; explains the use of records or information.

Attends meetings, hearings, or conferences as a participant or as staff; stays abreast of changes in technology and programs.

Administers assigned special, recurring or regular projects; completes reports as needed.

Files and retrieves materials based on full knowledge of organization and activities.

Summarizes information for standard reports; selects data from varied sources.

Maintains departmental personnel, financial, and/or activity records; acts as a point of contact for the department served and provides information or refers inquiries to proper personnel.

## **ADDITIONAL JOB FUNCTIONS**

Performs other related work assignments as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the organization and function of the area of assignment.

Thorough knowledge of the department's organization and operational policies and procedures.

Thorough knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state or local laws, rules and regulations.

## **SUPERINTENDENT - ADMINISTRATION**

Thorough knowledge of the principles, practices, procedures and philosophies of the grant application and administration process.

Considerable knowledge of funding sources and programs.

Considerable knowledge of federal and state laws, rules and regulations governing various funding programs.

Considerable knowledge of City and departmental rules, regulations, policies and procedures, and the ability to interpret them.

Considerable knowledge of the principles and practices of modern office management including a knowledge of popular computer driven word processing, spreadsheet, and file maintenance programs.

Considerable knowledge of arithmetic, spelling, grammar, punctuation and vocabulary.

Skill in developing effective marketing programs.

Skill in presenting ideas and information to a wide variety of audiences.

Skill in organizing work flow and coordinating activities.

Skill in the operation of typewriters and computer-driven data entry equipment.

Ability to analyze and interpret policy and procedural guidelines and to resolve problems and questions.

Ability to research program documents and narrative materials, and to compile reports from information gathered.

Ability to exercise tact and courtesy in frequent contact with City employees.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

## **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in recreation administration, business administration or a related field and 6 to 9 years of related experience, with some supervisory experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

## **SPECIAL REQUIREMENT**

Certification from the National Parks and Recreation Association as a Leisure Professional.

## **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

## **SUPERINTENDENT - ADMINISTRATION**

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 21  
Exempt